

QUICK FACTS

SHOW DATES February 28,29 & March 1, 2020		LOCATION
Friday, February 28	12pm – 6pm	FirstOntario Centre
Saturday, February 29	10am – 6pm	101 York Blvd, Hamilton, ON
Sunday, March 1	10am – 5pm	L8R 3L4

General Admission \$10 | Seniors Admission \$5 | Kids under 12 FREE

SHIPPING

Greater Hamilton Home & Garden Show
 FirstOntario Centre
 101 York Blvd, Hamilton, ON
 L8R 3L4

- Include Shipping Label with Company Name & Booth Number

MOVE-IN SCHEDULE

Thursday, February 27, 9am - 12pm – (Move-In - Large Exhibits)

- Bath Fitter
- EQ3
- Beverley Hills Home
- Kosco Flooring
- LifeStyle Sunrooms
- London Eco Metal
- Three Seasons Landscape
- Hillside City Construction
- MedowBrook Landscaping
- Renewals By Anderson
- Magic Windows
- Stala Building solutions
- Teppermans

Thursday, February 27, 12pm – 9pm (Full Move-In – Small/Large Exhibits)

Friday, February 28, 9am – 11:30pm (Partial Move-In - Small Exhibits)

*Pre-show floor inspection begins promptly at 12pm on Friday, February 28

MOVE-OUT SCHEDULE

Sunday, March 1 5pm – 10pm

- ALL exhibits must be cleared by 11pm

SHOW OFFICE HOURS

Thursday, February 27 9am – 9pm
 Friday, February 28 Open during show hours
 Saturday, February 29 Open during show hours
 Sunday, March 1 Open during show hours

SHOW PERSONNEL

Paul McNair – Show Manager, 905-522-6117 pmcnair@postmedia.com
 Claire Levo – Account Manager, 905-522-6117 clevo@postmedia.com
 Jennifer Odell – Event Coordinator, 905-522-6117 jodell@postmedia.com

EXHIBITOR PREPARATION CHECKLIST

MANDATORY FORMS

FORM	DEADLINE
Exhibitor Badges	Pick up on move in
Proof of Insurance	February 20 2019

ADDITIONAL ORDER FORMS

FORM	DEADLINE
Promotional Opportunities	February 17/19
Show Guide Advertising	February 17/19
JK Power Services	February 20/19
Stronco - Booths, Furniture & Decorating	February 20/19

- Don't forget to send back all your order forms before the specified date to the supplier or to show management to take advantage of special pricing.
- Remember: Advanced orders with JK Power Services will be given first priority! On site orders are not guaranteed for same day installation.
- If payment is outstanding, contact Jennifer Odell @ jodell@postmedia.com immediately.

MOVE IN | MOVE OUT DETAILS:

All exhibitors must follow the scheduled move-in unless instructed otherwise by show management. If you do not need the main loading areas, you may move in via the entrance doors and walk-in with small dollies at the top of Bay Street using the elevators and or escalators to descend into the event space.

MOVE-OUT SCHEDULE

Sunday, March 1st, 2020 from 5 pm-11:00pm. Move-out will be completed by 11pm on Sunday, March 1st. Show management will not be responsible for items left on site at the FirstOntario Centre.

- **ALL exhibits must be cleared by 11pm, everything from the show floor must be cleared prior to that time**

LOADING AREAS

The FirstOntario Centre's building loading docks are located through the Bay St ramp with dedicated street access to the underground. There is also a roll up door at the Zamboni entrance for drive-in on-level load offs not requiring docks.

FORKLIFT / DOLLIES

A forklift is available for move-in on THURSDAY only. Flatbed dollies will be available throughout move-in/move-out. If you require extensive forklift use or have crates that need storage, you must make arrangements with: Stronco Show Services, Ph: 1-800-665-2621 There is storage but exhibitors who have excessive display material/exhibit crates need to advise Show Management.

- Dollies will not be released for move out UNTIL after the show closes and the aisle carpet is removed.

VEHICLES IN THE LOADING AREA

Parking is not permitted in the loading areas. Exhibitors unloading will be permitted to leave vehicles for a one 15 minute period of time during move in, but must move their vehicles from the loading areas once that time allotment is reached. If you leave your vehicle in the loading area, FirstOntario Centre reserves the right to have it removed at your expense.

- Parking is available paid via lots Thursday to Saturday, metered parking free downtown on Sundays

RULES & REGULATIONS

All exhibits and exhibitors are subject to all rules and regulations included in this section in addition to the Exhibitor Rules & Regulations stated on the reverse side of the Exhibit Space Contract, as well as the Booth / Exhibit Guidelines as stated in this exhibitor manual. In addition, all exhibits and exhibitors must abide by the rules & regulations of the FirstOntario Centre.

Management has the right to make such changes, amendments and additions to the rules & regulations, as it shall deem necessary to the proper conduct of the Exhibition. The Greater Hamilton Home & Garden Show Rules & Regulations, as amended, shall govern in all cases. Interpretation of its decision shall be final. Management may require exhibitors to make such alterations to their displays, as

GENERAL INFORMATION

it deems necessary to the proper conduct of the Exhibition and, on failure to comply, may order the immediate removal of the entire exhibit at the Exhibitor's expense without compensation.

AUDIO / VISUAL RECORDING

Audio or visual recording of any event requires the written authorization of Show Management.

CARE OF RENTED SPACE

Floors / Walls / Ceilings – Painting, nailing or drilling of floors, walls, ceilings or any part of building is not permitted. Exhibitors wishing to lay floor coverings must use an adhesive that is easily removed and will not damage the floor. No signs or other articles to be fastened to the ceilings, walls, pipes or electrical fixtures.

Stickers – FirstOntario Centre warns that exhibitors handing out adhesive backed promotional materials (sticker etc) will be charged for removal of this material from walls and floors of the building.

CONTESTS / COMPETITIONS

Contests or promotions conducted by exhibitors during the Greater Hamilton Home & Garden Show must be free of obligation on the part of the winner. There must be "no purchase necessary" for all contests conducted at the show, or before prize material is collected. Show management must be notified of any contests being conducted when the value of the prize material exceeds \$500. Contests or promotions must be confined to the exhibitor's own space, unless otherwise stated by Show Management.

EXHIBITOR BADGES

Exhibit staff must wear a Home Show badge for access to the show. Exhibitors will be issued 8 generic company badges for each booth. Badges will be in holders to allow staff to display business cards. Additional exhibitor badges will be available if required. Exhibitor badges are for working staff throughout the weekend, staff not working at the show should be provided with admission tickets to enter the show. Show management reserves the right to refuse admission to the show building to any visitor, exhibitor, or exhibitor(s) employees. Badges to be picked-up in show office of the FirstOntario Centre.

FOOD & BEVERAGE SAMPLING

No exhibitors are permitted to sample food or beverages without the advance written consent of Show Management.

BOOTH/EXHIBIT GUIDELINES

Standard booths include complimentary back drape & pipe

- Additional booth furnishings, accessories, decorations and signs are available from Stronco Show Services.

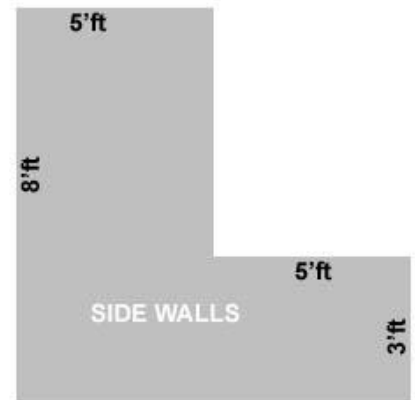
CARPET/ FLOORING

The facility has hard industrial flooring. Exhibitors must provide a floor covering. Booth carpet may be ordered through Stronco Exhibitor Services Centre at 800-665-2621 or you may supply a suitable floor covering of your own. Inner booth flooring is parquet and carpet is recommended!

BOOTHSDISPLAYS

To maintain consistency from show to show, the trade show industry has established guidelines for booth construction. The Greater Hamilton Home & Garden Show exhibitors must conform to these guidelines. An exhibitor planning to use or build a prefabricated display should make sure that:

1. An allowance of one inch is made on either side of the display to allow for the thickness of standard dividers. If lengths exceed 9' 10", notify show management so special arrangements may be made.
2. Projection of sidewalls must be limited to a maximum of five feet from the rear of the booth, allowing for 50% visibility at the sides of the exhibit. They must not exceed beyond **5 feet** and must drop to 3 feet beyond that point extending to the aisle.
3. All sides and surfaces of exhibits (booths and signs), which are exposed to view, must be properly finished and decorated.



ELECTRICITY

Exhibitors who require electricity in their booths are required to make advance arrangements with JK Electric - Power Services. Electrical services including hard-wired connections, electrical outlets, rental lighting and installation of electrical fixtures are also available through JK Electric - Power Services, Tel: 905-660-5422.

AUDIO VISUAL DISPLAYS

Complete Audio/Visual display rentals are available. Check with show management to obtain an order form if you have any A/V requirements.

WIFI / HIGH-SPEED INTERNET SERVICES

COMPLMENTARY high speed WI-FI is offered to all levels of the FirstOntario Centre facility, service throughout the hallways, corridors, as well as inside the arena area. Please reach-out to Jennifer Odell at jodell@postmedia.com. Note that large numbers of guests may result in service interruption.

VEHICLE DISPLAYS

Plastic must cover all flooring underneath all vehicles inside the facility. All vehicles inside the building must have disconnected batteries and a minimum of fuel in the tanks / capped tanks.

CHARACTER OF EXHIBITS

Show management reserves the right to restrict the use of glaring lights, objectionable lighting effects, or exceptionally noisy machinery. Sound presentations, slides, or movies will be permitted, if tuned to conversation level and, if not objectionable to neighboring exhibitors. Sound levels may not exceed 70 decibels more than 4 feet from the source. Exhibits must not cause or produce any unusual, noxious or objectionable smoke, gases, vapors or odors.

DEMONSTRATIONS

Demonstration areas must be organized within the exhibitor's space, so as not to interfere with any aisle traffic and sampling or demonstration tables must be placed a minimum of two feet away from the aisle line. Demonstrations interfering with normal traffic flow may be asked to refrain from continuing until traffic flow is diminished.

HAZARDOUS MATERIALS

All demonstrations involving any moving or potentially hazardous machines, displays or part, must have hazard barriers to prevent accidental injury to spectators. Exhibits that include such demonstrations must be properly insured. A supervisor who can stop the proceedings in the event of an emergency must constantly monitor demonstrations. Any demonstration involving potentially hazardous by-products such as dust, fumes, sparks or flames must be approved in writing by Show Management prior to the event.